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Executive for Administration and Management

12 July 1948

Executive for Inspection and Security

Security Clearances

1. Reference is made to your memorandum dated 7 July 1948, subject as above, and in particular to paragraph 3 thereof.

2. It is proposed that the following types of notifications concerning security clearances be issued in connection with those cases falling within the circumstances outlined in your reference memorandum:

a. Provisional clearance for full duty with CIA is granted under the provisions of paragraph 4, Administrative Instruction [REDACTED] which provides for a temporary appointment pending the completion of full security investigation.

b. Provisional clearance for full duty with CIA is granted under the provisions of paragraph 9, Administrative Instruction [REDACTED] The Director has directed that the subject be given a (temporary) (permanent) appointment.

c. This is to advise that this office interposes no objection from a security standpoint to a temporary appointment of the subject to the Unclassified [REDACTED] Pool, pending completion of full investigation, or for a period not to exceed six months, upon the condition that subject (1) not have access to classified material, (2) not have access to CIA secure buildings, (3) not be issued a CIA badge or credential, and (4) that (he) (she) not represent (himself) (herself) in any official capacity as a CIA employee. The subject may not be assigned to duty in any CIA staff or office without further authority from the Executive for Inspection and Security.

3. It is contemplated that the notation indicated in paragraph 2a above, be incorporated on the regular security clearance form. The necessary advice to the Personnel Branch to cover circumstances indicated in paragraph 2b and 2c above, will be placed on separate memoranda so as to definitely differentiate those cases from others.

4. It is not believed advisable to place in the Personnel Branch files information indicating the basis for clearance under paragraph 4, Administrative Instruction [REDACTED] This determination is based upon the fact that other agencies who may be given access to the personnel files should not, through examination of such files, have definite indications as to the basis for security clearance in this Agency.

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6. It is believed that the above indications will clearly reveal the security status of individuals and, at the same time, will not disclose the bases for security clearances.

*/s/*  
SHEFFIELD EDWARDS

Colonel, GSC

Executive for Inspection & Security

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[REDACTED]

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*for A+M concerned  
in this on 13 July 1948*